



**STATE OF MONTANA  
MONTANA DEPARTMENT OF TRANSPORTATION  
JOB PROFILE**



Update



Formal Review

**Date Submitted** \_9/24/2012\_

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***SECTION I - Identification***

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**Working Title:**

Global Budget Analyst

**Department:**

Montana Department of Transportation

**Job Code Number:**

132317

**Division & Bureau:**

Budget and Planning

**Job Code Title:**

Budget Analyst

**Section & Unit:**

Budget Section, Financial Operations

**Pay Band:**

7

**Work Address:**

2701 Prospect Helena, MT 59620

**Position Number:**

21056

**Phone:**

406.444.7255



FLSA Exempt



FLSA Non-Exempt



Non-Union



MPEA



Blue Collar

**Profile Completed By:**

Larry Flynn, Administrator  
John Huth, Bureau Chief

**Work Phone:**

444-9418  
444-0884

***Work Unit Mission Statement or Functional Description:***

The Administration Division provides support services for the all of the Montana Department of Transportation's (MDT) accounting, financial management, purchasing and mail services, federal grant management, and fuel administration and tax collection.

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***Describe the Job's Overall Purpose:***

This position is responsible for departmental budgeting and fiscal functions, affecting all divisions of the Montana Department of Transportation (MDT). The purpose of the position is to focus on the development of revenue streams for the Highways State Special Revenue fund as well as maximizing existing funds to match available Federal funding. The position achieves these objectives by developing alternative ways in which the department can generate revenue from decreasing and limited resources, providing expert advice and recommendations to division/district administrators, bureau chiefs, and the director, and serving as the subject matter expert for the department regarding

departmental budgeting and fiscal functions. Duties include devising departmental expenditure projections, revenue forecasts, interpreting economic trends, develop operational plans, devise short and long range planning documentation, monitor and recommend changes to budget activity and budget levels, develop budget/fiscal internal controls policies/procedures, and monitor, draft and respond to related legislative proposals.

The position reports to the budget and planning bureau chief, does not directly supervise other personnel, and works in conjunction with bureau chiefs and supervisors in budget and planning, accounting controls and fiscal programming to complete objectives of position.

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**SECTION II - Major Duties or Responsibilities**

*This section should be a clear concise statement of the position's major duties and the approximate percent of work time for each duty*

**% of Time**

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**A. DEPARTMENTAL REVENUE PROJECTIONS EXPENDITURE REPORTING AND BUDGET MONITORING 60%**

1. Devise departmental expenditure projections to promote efficient use of Highways State Special Revenue funds while maximizing the federal-aid program using knowledge of departmental and programmatic goals, objectives, grant plans, historical spending patterns, emerging economic trends related to revenues and expenditures, and electronic statistical forecasting techniques.
2. Develop revenue forecasts and analyze projected increases, decreases, and factors affecting various departmental revenue streams in order to promote efficient use of Highways State Special Revenue funds while maximizing federal-aid program using knowledge of economic analysis, statistical forecasting models and available industry best practices.
3. Analyze and interpret industry and economic trends to promote efficient use of Highways State Special Revenue funds while maximizing the federal-aid program by developing methodologies and conducting research to find appropriate models for statistical forecasting and econometric analysis. Factors considered in analysis include rising fuel costs, inflation of construction costs and subsequent impacts on departmental program delivery.
4. Develop departmental budget operational plans affecting multiple divisions to promote efficient use of Highways State Special Revenue funds while maximizing the federal-aid program using knowledge, including but not limited to, the funding sources available to the agency, how these funds flow through the agency, and how they can be better utilized to deliver multiple program work plans.
5. Create and devise long range budgeting planning documents in order to promote efficient use of Highways State Special Revenue funds while maximizing the federal-aid program using knowledge of the agency's future revenue streams, long-range planning tools, short-range planning tools, and internal planning mechanisms.
6. Recommend and implement changes to current department budget levels in order to maintain the fiscal health of the department using knowledge of funding opportunities, resource availability, cash and debt management.
7. Monitor and recommend changes to department budget activity in order to enhance the fiscal health of the department, assist management in their decision-making capacity, improve the communication of financial concepts throughout the department, and promote the efficient deployment of increasingly limited resources.

8. Recommend and advise bureau chiefs, administrators, chief economists, and director regarding departmental budget and fiscal changes to in order to promote the efficient use of Highways State Special Revenue funds while maximizing the federal-aid program by conducting formal presentations, discussions of data, trends, models, and analysis.

**B. DEPARTMENTAL BUDGET, REVENUE, AND FISCAL INTERNAL CONTROLS 20%**

1. Develop and implement departmental internal controls policy and procedures to promote the effectiveness and efficiency of the department's operations, the reliability of financial reporting and compliance with applicable State and Federal laws and regulations using knowledge of the principles required to foster an effective control environment, risk assessment techniques, control activities, information and communication systems and monitoring activities.
2. Assist budget and planning bureau chief and administrative staff with the fiscal management of the department to ensure to ongoing financial health to the Highways State Special Fund and Federal-aid programs by maintaining To meet this objective the position is responsible for maintaining the short-term and long-range planning documentation, revenue forecasts, and cash/treasury position of the department, and coordinates all communication related to these fiscal management tools.
3. Develop departmental program funding models in order to ensure that multiple divisions within the department agency are allocated the sufficient mix of funding resources to ensure program delivery within the confines of State laws, regulations and Legislative Intent using knowledge of department's cost accounting and financial accounting systems, the department's multiple grant plans, and division goals and objectives.

**C. DEPARTMENTAL BUDGET LEGISLATION AND REPORTING 10%**

1. Monitor related legislative activity to conduct analysis of the financial impacts of proposed budget legislation for department in order to determine potential effects and impacts the legislation may have on current budget levels, practices, funding and procedures.
2. Draft, write, prepare and submit new budget related legislation for the department in order to remain current with existing and future regulations and trends using knowledge of past Legislative proposals and analysis of department financial resources and the on-going health of the Highways State Special Revenue fund.
3. Prepare special reports including revenue updates and fiscal impact statements as requested during the legislative sessions in support of pending legislation, defense of procedures and practices to support agency goals and objectives in light of the financial health of the Highways State Special Revenue fund. Position serves as point of contact for short-term and long-range planning documents, revenue forecasts and cash/treasury management used to support special reports.
4. Attends legislative hearings and advises the Director and/or other managers on fiscal data, projections, methods, standards, and systems. Provides direct responses to legislative queries as requested.

**D. OTHER DUTIES AS ASSIGNED 10%**

1. Performs other duties as assigned including but not limited to: compiling and submitting Executive Planning Processes (EPP); serving as a primary Budget and Planning contact for the Integrated Financials Program; etc.

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1. ***The following duties and/or specific tasks listed under section II above are considered “essential functions” because they require specialized expertise and skill and are the primary reasons the job exists (they must be performed by this position with or without accommodations):***

A, B & C

***The following mental and physical demands are associated with these essential functions:***

### **PHYSICAL**

- Remaining seated for extended periods of time, with occasional walking; standing; bending
- Operating a personal computer
- Communicate in writing, in person, and over the phone
- Effective professional communication in writing, in person and over the phone
- Light lifting (less than 10 lbs.)
- Carry light items (papers, books, small parts)

### **MENTAL**

- The data is in an electronic format, and the preparer must have advanced knowledge of the procedures with electronic spreadsheets and other data processing applications in order to extract and perform the necessary analyses and operations.
- The preparer must know how the non-highway programs account for their activities in SABHRS. The highway programs' direct cost information is contained in CARES, again the preparer must know where the cost information is located.
- Mediating conflicts
- Ability to multi-task
- Demands for accuracy in all aspects of work
- Ability to meet inflexible deadlines
- Computing arithmetic operations
- Comparing data
- Compiling information
- Analyzing
- Coordinating
- Negotiating

2. *Does this position supervise others?* ☐ Yes ☒ No

Number directly supervised:

Position Number(s) of those supervised:

3. *Attach an Organizational Chart.*

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***SECTION III - Minimum Qualifications - List minimum requirements for the first day of work.***

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**Critical knowledge and skills required for this position:**

**KNOWLEDGE:**

The position requires knowledge of the concepts and theories of government finance, accounting, budgeting, economics, statistics, statistical forecasting, and econometrics. The work requires knowledge of state and federal accounting and budgeting requirements; MDT organizational structure, operating procedures, mission statement, strategic plan, and program operations; state and federal regulatory laws; government and investment accounting and auditing; generally accepted accounting principles (GAAP); Governmental Accounting, Auditing, and Financial Reporting requirements; Government Accounting Services Board (GASB); the state accounting system (SABHRS) and other internal systems; federal grant procedures; contract management; past and anticipated program service levels and current economic and environmental trends and issues; time and labor analysis, personnel policies, collective bargaining agreements, and state pay plans; adult education and training methods; automated budgeting and fiscal system development and implementation; and the department's funding and accounting structure. The position requires knowledge of the legislative process; federal funds management; and negotiation methods and techniques.

**SKILLS:**

The data is in an electronic format, and the preparer must have advanced knowledge of the procedures with electronic spreadsheets and other data processing applications in order to extract and perform the necessary analyses and operations. The position requires skill in the operation of a personal computer, office software and specialized financial management systems, and standard office equipment; mathematical analysis; problem solving techniques; written and verbal communications; and presentation and negotiation.

**Behaviors required to perform these duties:**

See MDT Core Behaviors

- **Analytical/Interpretive Thinking:** Accurately applies general standards and requirements to specific accounting treatment issues.
- **Decision Making:** Evaluates multiple and ambiguous factors to resolve issues. Develops and implements appropriate courses of action in response to opportunities and impediments.

- **Communicate Effectively:** Carries out the vision and goals of the organization; is relied upon by others as a source for valid information; develops and maintains long lasting working relationships with peers and customers.
- **Independence of Action:** Determines appropriate responses to accounting control issues with minimal assistance or precedent.
- **Teamwork:** The position is expected to share knowledge with others, suggest opportunities for improving work methods, willingly accept new duties, and support fellow employees and management objectives. The position must treat others with courtesy and respect; demonstrate team leadership coordinate the activities of multiple staff and resources; take action to create positive relationships with co-workers; and constructively contribute to quality solutions.
- **Attention to Detail:** Able to be alert in a high-risk environment: follow detailed procedures and ensure accuracy in documentation and data; concentrate on routine work details and organize and maintain a system of records.
- **Quality:** Able to maintain high standards despite pressing deadlines; establish high standards and measures; do work right the first time and inspect material for flaws; test new methods thoroughly; reinforce excellence as a fundamental priority.
- **Policies/Procedures/Processes:** Able to act in accordance with established guidelines; follow standard procedures in crisis situations; communicate and enforce organizational policies and procedures; recognize and constructively conform to unwritten rules or practices.
- **Systematic Problem Solving:** Able to apply systems thinking to generate solutions; focus on process rather than isolated events; obtain multiple assessments of a situation and by systematic in identifying trouble spots; use tools to define problems; evaluation alternative solutions.
- **Continuous Learning:** Able to stay informed of current industry trends; learn and apply new concepts and demonstrate career self-reliance; identify own areas of opportunity and set and monitor self-development goals.
- **Decision Making and Problem Solving:** Able to take action in solving problems while exhibiting judgment and a realistic understanding of issues; able to use reason, even when dealing with emotional topics; review facts and weigh options.
- **Conflict Management:** Demonstrates organizational and global awareness of the overall relationship between those in conflict; anticipates and addresses situations or issues with diplomacy, tact, and precision.

**Education:**

Check the one box indicating minimum education requirements for this position for a new employee the first day of work:

- |   |  |
|---|--|
| <input type="checkbox"/> No education required                | <input type="checkbox"/> Related AAS/2-years college/vocational training |
| <input type="checkbox"/> High school diploma or equivalent    | <input checked="" type="checkbox"/> Related Bachelor's Degree            |
| <input type="checkbox"/> 1-year related college/voc. training | <input type="checkbox"/> Related Master's degree                         |

**Please specify the acceptable fields of study:**

*Acceptable:* Bachelor's degree in finance, business administration, accounting or a closely related field

*Related:* Economics, Information Technology; with a minor or Associate's degree in accounting or finance

**Other education, training, certification, or licensing required (specify):**

Other financial licenses or certifications may be considered (CIA, CFT, CMA)

**Experience:**

Check the one box indicating minimum work-related experience requirements for this position for a new employee the first day of work:

- |   |   |
|---|---|
| <input type="checkbox"/> No prior experience required | <input type="checkbox"/> 3 years            |
| <input type="checkbox"/> 1 year                       | <input checked="" type="checkbox"/> 4 years |
| <input type="checkbox"/> 2 years                      | <input type="checkbox"/> 5 or more years    |

**Other specific experience (optional):**

Preference for work experience with an emphasis in governmental budgeting

**Alternative Qualifications:**

This agency will accept alternative methods of obtaining necessary qualifications.

- ☒ Yes ☐ No

**Alternative qualifications include:**

Associate's degree in accounting, budgeting, finance or related field (such as economics, information technology) with six years of progressively responsible experience in governmental accounting, budgeting, or related field.

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**SECTION IV – Other Important Job Information**

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☐ Fingerprint check

☐ Valid driver's license

☐ Background check

☐ Other; Describe

Other information including working conditions such as shifts, lifting requirements, travel or hours.



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**SECTION V – Signatures**

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Signature indicates this statement is accurate and complete.

***Employee:***

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Immediate Supervisor:***

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Bureau Chief:***

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Division/District Administrator:***

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Department Designee:***

Brent Rabe/Designee

Human Resources Administrator  
Human Resources Division

Signature: \_\_\_\_\_ Date: \_\_\_\_\_